

13 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
13 April 1973

Significant Events

1. Presidential Classroom: [REDACTED] Personnel Officer, has completed her detail to the Presidential Classroom for Young Americans. During the period 17 February through 7 April, [REDACTED] served as class instructor and our Agency's representative for a total of 1600 students who came from every state in the Union as well as from overseas locations such as Hong Kong, Germany and the Philippines. On six Wednesday evenings during this time, [REDACTED] escorted groups ranging from 230 to 250 students to the Agency auditorium for a 7:30 to 9:30 seminar on the Agency's role. Following the seminar, [REDACTED] returned with the group to the Shoreham Hotel for discussion sessions which usually lasted until midnight. Each group, which is in Washington for one week, attends 21 seminars during that week. As a part of their critique the groups were asked to rate the seminars. The first five of the six groups rated the Agency's seminar as follows:

- Group 1 - First
- Group 2 - First
- Group 3 - Third
- Group 4 - Second
- Group 5 - First

The returns on Group 6 are not yet in. The above is fairly impressive considering our competition, which consists of presentations from Senate and House leaders, Pentagon and Justice Department officials and sessions with leaders of the news media.

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2. Shopping for Surplus Employees: We have received about 25 requests for reassignment consideration by employees who have been declared surplus. We have completed our reassignment effort on six with negative results. Possibilities for two individuals exist and we hope that decisions will be reached shortly.

3. Surplus Contract Employees: Contract Personnel Division is assisting the Directorate of Operations in reviewing files and preparing termination notices on contract personnel designated for separation from the Agency on or before 30 June 1973. Most of those involved will be eligible for some form of immediate retirement benefits.

4. Consultants and Rehired Annuitants: At the request of the Executive Secretary, CIA Management Committee, the Office of Personnel prepared a consolidated listing of consultants and rehired annuitants as reported by Deputy Directors and Heads of Independent Offices. We also added an occasional note beneath the listings in an attempt to highlight component comments on use. This study originated with a request by the Director to review all Agency consultants. That review was later expanded to include rehired civilian annuitants.

5. Retirement Applications: Retirement statistics for the first 12 days of April compared to March:

<u>CIARDS</u>	<u>Voluntary</u>	<u>Involuntary</u>	<u>Mandatory</u>	<u>Disability</u>	<u>Sub Total</u>
1-31 March	80	3	3	9	95
1-12 April	43	5	0	10	58
TOTAL					153

  

<u>CSC</u>	<u>Opt.</u>	<u>Discontinued Service</u>	<u>Mandatory</u>	<u>Disability</u>	<u>Sub Total</u>
1-31 March	25	19	10	19	73
1-12 April	21	30	4	13	68
TOTAL					141

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**6. Position Management:**

a. The new organizational structure of the Inspector General's office was discussed with the Deputy IG. As soon as the formal request is received, action will be taken to implement the proposed changes.

b. Information has been obtained from various other agencies on investigator positions for use in evaluating Office of Security positions.

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**7. College Placement Conference:**

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[REDACTED] professional and clerical recruiters, attended the Virginia College Placement Association Conference held at Fredericksburg, Virginia.

**8. Specialized Recruitment:** Arrangements were made for the Chief, Photo Branch, Printing Services Division, to accompany our [REDACTED] recruiter on a forthcoming visit to New York State University Agricultural and Technical College at Farmingdale. This school offers courses in phototechnology which are of particular interest to PSD.

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**9. Co-operative Education Program:**

[REDACTED] Co-op Coordinator, visited the Rochester Institute of Technology to interview seven well-qualified students in such scientific disciplines as photo science. There was some indication that the publicity concerning the surplus exercise had diminished interest somewhat in being employed by the Agency. Also, a general improvement in the labor market has resulted in more students receiving co-op job offers. In addition, the high cost of living in Washington, D. C. in contrast to some other locations in the United States poses some minor problems in the recruitment of co-op students.

**10. Employee Activity Association:** The Employee Activity Association (EAA) annual meeting was held in the auditorium on 11 April.

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11. Savings Bond Rally: The Government-wide savings bond rally was held in the Departmental Auditorium on 12 April and was attended by 13 Agency employees. This group included representatives from each Directorate.

12. Voluntary Investment Plan: At a meeting on 11 April, the Board of Trustees voted to adopt the guaranteed annual income option with Connecticut General in lieu of the Everest Fund. No definite plans were made at this time for the timing of the administrative steps to effect the changeover. A decision as to which new fund to select to replace the Fidelity Capital Fund was deferred to 19 April to permit further discussion.

Next Week's Activities

1. Spring Flower Show: The Garden Club will present its Spring Flower Show on 18 and 19 April.

2. Co-op Program: [REDACTED] will be in Atlanta on 16 and 17 April for the Southeast Regional Cooperative Education Conference.

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/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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